

HARYANA RAIL INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
(Joint Venture of Ministry of Railways & Government of Haryana)

INVITES

APPLICATION FOR THE POST OF SENIOR EXECUTIVE (CIVIL), EXECUTIVE (CIVIL/ELECTRICALS) & EXECUTIVE ASSISTANT ON CONTRACT BASIS

Vacancy Notice No. OM-08/2020 dated 06.03.2020

Haryana Rail Infrastructure development Corporation Limited (HRIDC) is a joint Venture of Ministry of Railways and Government of Haryana, accordance to the Union Cabinet decision, with an objective to develop the rail infrastructure in the state of Haryana and carry on the Business Development, financing, planning and implementation of Railway projects and development of other infrastructure facilities. HRIDC has undertaken various Railway infrastructure projects including “Haryana Orbital Rail Corridor” from Palwal to Sonipat and has set up its project office at Gurugram.

HRIDC invites applications from qualified and experienced candidates for appointment for the position of Sr. Executive-(Civil), Executive (Civil/Electrical) & Executive Assistant on contract basis. Selection will be done through Walk-in-interview with following terms and conditions:

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|-----------|-----------------------------------|--|----|
| 1. | PLACE OF POSTING | Posting at Gurugram | |
| 2. | VACANCY | Senior Executive (Civil) | 03 |
| | | Executive (Civil) | 01 |
| | | Executive (Electrical) | 01 |
| | | Executive Assistant | 02 |
| 3. | EDUCATIONAL QUALIFICATIONS | <u>Essential:</u> <ul style="list-style-type: none">• <u>For Sr Executive (Civil)-</u><ul style="list-style-type: none">i. B. Tech/B.E.(Civil Engineering)from a recognized University with minimum 60% marks.ii. M. Tech from a recognized University in the relevant field (i.e. Structural Engineering/ Soil Mechanics) with minimum 60% marks.• <u>For Executive (Civil/Electrical) -</u> B. Tech from a recognized University in the relevant field (i.e. Civil/Electrical) with minimum 60% marks.• <u>For Executive Assistant -</u> Graduate from a recognized University in any field with minimum 60% marks. | |
| 4. | EXPERIENCE | <ul style="list-style-type: none">• <u>For Sr Executive (Civil)</u> The candidate must have at least 5 years' experience in any State/Central PSUs or any reputed Private Infrastructure, transportation or logistics companies. Preference shall be given to the applicant having | |

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| | | <p>experience in Railway Project works.</p> <ul style="list-style-type: none"> • <u>For Executive (Civil/Electrical)</u> The candidate must have at least 3 years' experience in any State/Central PSUs or any reputed Private Infrastructure, transportation or logistics companies. Preference shall be given to the applicant having experience in Railway Project works. • <u>For Executive Assistant:</u> <ol style="list-style-type: none"> i. The candidate must have at least 5 years' experience in any reputed infrastructure, transportation or logistics companies. ii. The applicant should have experience in all office working activities including customer relationship, HR, administration etc. iii. The candidate should have good working experience in MS Office, file management, drafting of letters, office correspondence etc. |
| 5. | AGE LIMIT | Maximum Age- up to 35 Years for all the posts (as on date of advertisement) |
| 6. | SELECTION PROCESS | Selection will be done through walk-in-interview. |
| 7. | SERVICE CONDITION | Selected Candidate would be posted as Sr Executive/ Executive on contract basis for a period of one year initially which can be extended upto 3(three) years or more at the sole discretion of the Company with suitable salary hike on the basis of monthly performance. He/She will be paid consolidated emoluments @ Rs. 40,000/- (For Sr. Executive) & Rs. 30,000/- (for Executive). Nothing extra shall be payable except TA/DA as per rules. Place of posting is as per present requirement. It can be changed anywhere within Haryana at the sole discretion of HRIDC. |
| 8. | CONDUCT DISCIPLINE & APPEAL RULES | The conduct, discipline & appeal rules of the Corporation in-force for all categories of employee would be applicable to all the posts. |

9. Leave:

Contractual personnel will be granted one (1) day leave for each completed month of employment in HRIDC which can be availed maximum of five (5) days leave at a time. Such leave shall not have any specific nomenclature like CL, Earned Leave, etc. The accumulated leave cannot be carried forward to the next calendar year.

10. Detailed Selection Process:

Walk-in-Interview for the above posts on contract basis will be held on 17.04.2020 at 11:00 AM at HRIDC office at Gurugram as per details given above. **Reporting time for walk-in-Interview is between 10:00 AM to 11:00 AM. Candidates reporting after 11:00 AM will not be entertained.** The applications of candidates will be checked by the officials of HRIDC and only those candidates who are fulfilling the criteria as per the advertisement and producing the original certificates (Educational, Experience etc) along with self-certified copies of certificates shall be allowed to be interviewed.

11. Medical Examination:

Candidates will be required to undergo Medical examination after selection and will be considered for engagement only if found medically fit, in addition to other criteria. The candidates should not be Colour-Blind (Except for Part-3 i.e. Executive Assistant).

12. How to Apply:

- a. Candidates fulfilling the eligibility criteria laid down above, should bring along **duly filled in application format (attached as Annexure-I)** alongwith self-attested photocopies of the following documents in the given order only (from top to bottom) on the day of interview, failing which the candidature will be summarily rejected and the candidate will not be interviewed.
 - i. 2 recent passport size colour photographs.
 - ii. High school certificate for proof of Date of Birth.
 - iii. Certificate of Academic & Professional qualifications and statement of marks of all the qualifications for all semester/years (including 10th and 12th class).
 - iv. Proof of identity and address (Passport, Voter ID, Driving Licence, Aadhaar Card etc).
 - v. PAN Card.
 - vi. Proof of different period experience as claimed in the Application Form. In respect of current employment, experience certificate/joining letter along with last month's salary slips, form 16 and other documents which clearly prove continuity in the job are to be attached. In case, certificates claim is not established from the proofs submitted, his/her application is liable to be rejected.
 - vii. Any other documents in support of candidature.
- b. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
- c. Candidates have to produce original documents of Educational certificate and certificates of experience and other testimonials for verification at the time of interview. No interview will be conducted if candidates do not bring the original certificates/ testimonials/ documents on the date of interview. If any of the particulars stated by the candidates in the application is found to be incomplete or incorrect on verification, or if it is found that the candidate has wilfully suppressed any material fact/ information relevant to the consideration of his/her case, without prejudice to any other that may be taken in consequence thereof, his/her candidature will be summarily rejected.

- d. Candidates working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of walk-in-interview along with forwarded application.
- e. Candidates have to produce Character Certificate duly signed by a Gazetted Officer at the time of interview/joining as the case may be.

13. General:

- a. The above posts are project specific for the limited period and are not for the regular establishment of HRIDC. No other perks or benefits would be admissible except those mentioned above.
- b. No TA/DA/Journey expenses will be paid to the candidates for appearing in the interview. The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the interview venue in time. In case, interview is continued to next dates, candidates have to make necessary arrangement of their stay, at their own cost.
- c. The contract engagement will not confer any right for regularization in HRIDC.
- d. The contract can be terminated pre-maturely on one-month notice by either side. However, in case of gross negligence/ misconduct/ irregularities, the contract appointment will be terminated with immediate effect and in such cases, the employee will be liable for action as per law/ policies of the Company.
- e. Serving Govt./PSU Officials, if selected, will be allowed to join only after they are properly relieved from their parent organization.
- f. Management reserves the right to cancel/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
- g. Any information regarding this contract recruitment process would be made available on the e-mail address provided by the candidate on the date of interview and/ or shall be uploaded on HRIDC website. Candidates are advised to periodically check the website for further updates.

Date of Interview : 17.04.2020

Time : 11:00 AM

Venue : Haryana Rail Infrastructure Development Corporation Ltd,
Plot No. 143, 5th floor
Sector-44, RailTel Tower,
Gurugram.

APPLICATION FORMAT

- 1. Vacancy Notice No. : _____
- 2. Post & Location applied for : _____
- 3. Name in Full (in Block Letters) : _____
- 4. Father's Name : _____
- 5. Date of Birth : _____
- 6. Permanent Address : _____

- 7. Correspondence Address : _____

- 8. Whether SC/ST/OBC : _____
 (Attach copy of certificate)
- 9. Nationality : _____
- 10. Contact Phone No. & E-mail : _____



11. Educational and Professional Qualification

| Exam passed | Year of Passing | Name of Instt. /Univ. | Max. Total Marks | Total marks Obtained | Overall % age | Main Subjects |
|-------------|-----------------|-----------------------|------------------|----------------------|---------------|---------------|
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- 12. Name of Present Employer, if any : _____
- 13. Details of Post Qualification Experience : _____

| Post held with pay scale/gross salary per month | Name & address of the employer | Period | | Please indicate the field of experience along with project details (attach separate sheet if necessary) |
|---|--------------------------------|--------|----|---|
| | | From | To | |
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14. A short write up 250 words explaining why the candidate is most suited candidate for this assignment. The candidate will be summarily rejected and the candidate will not be interviewed in case the write up is not attached.

15. Self-Attested documents required along with originals of relevant Educational Certificate, Caste Certificate, Certificates of experience and other testimonials. No interview will be conducted if candidates does not bring the originals.

16. Candidates working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of walk-in-interview along with forwarded application.

Signature of the Candidate

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and there is no civil/criminal case pending against me in the court of Law. I understand that in the event of any information given herein, is found false or incorrect or concealed, the contract will be liable to be terminated and any civil/criminal legal action can be taken against me for this. I understand that I am not eligible for any TA/DA for this interview.

Place : _____

Date : _____

Signature of Candidate